

California State Department of Mental Health

# Information Technology Web Services (ITWS) MHSA Data Collection and Reporting System

## User Enrollment Guide

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Quality Improvement (POQI) Unit  
June 28, 2007

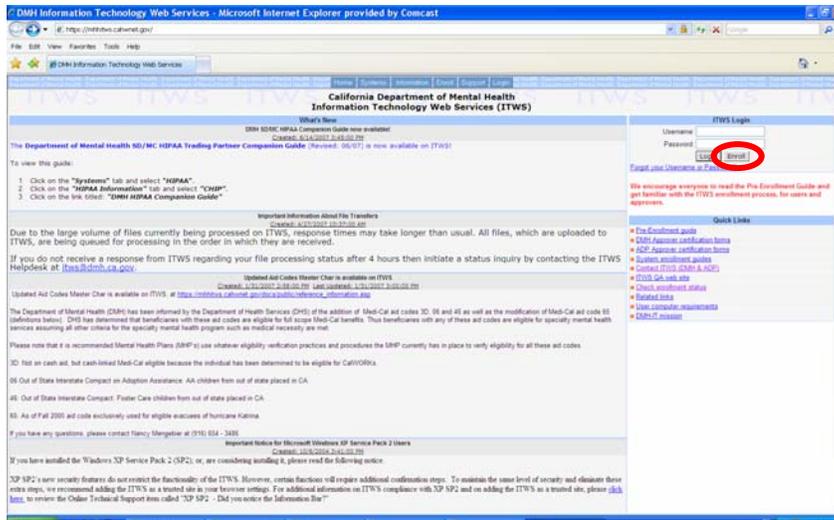
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## Enrolling into ITWS as a NEW User

**STEP 1:** Go to the DMH ITWS Web Site at <https://mhhitws.cahwnet.gov>.

**STEP 2:** Click on the 'Enroll' button on the right side of the screen under 'ITWS Login.'

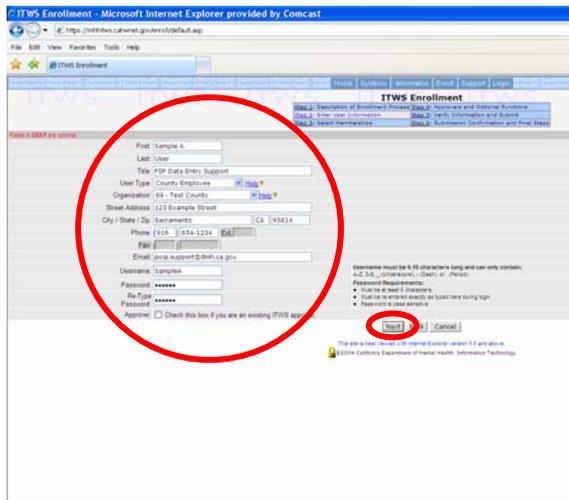


**STEP 3:** Read the 'Description of Enrollment Process Information' and click 'Next.'



**STEP 4:** Enter your User Information and click ‘Next.’

*Note: DO NOT check the ‘Approver’ box if you are not an Approver Designee.*



**IMPORTANT FACTS ABOUT USER INFORMATION**

**FIRST NAME / LAST NAME**

- Users need a unique first name / last name combination when enrolling into the ITWS

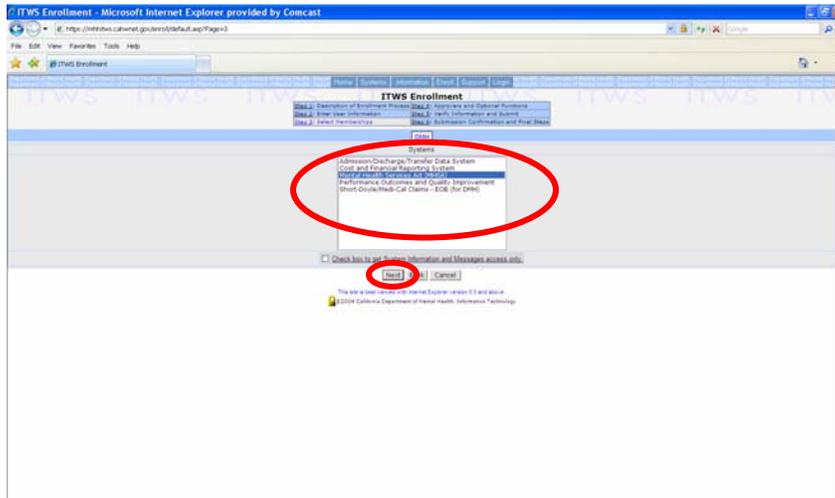
**USERNAME**

- Users need a unique username when enrolling into the ITWS
- Select a username that is easy to remember
- Username must be 6-15 characters long and can only contain A-Z, 0-9, \_ (underscore), - (dash), or . (period)

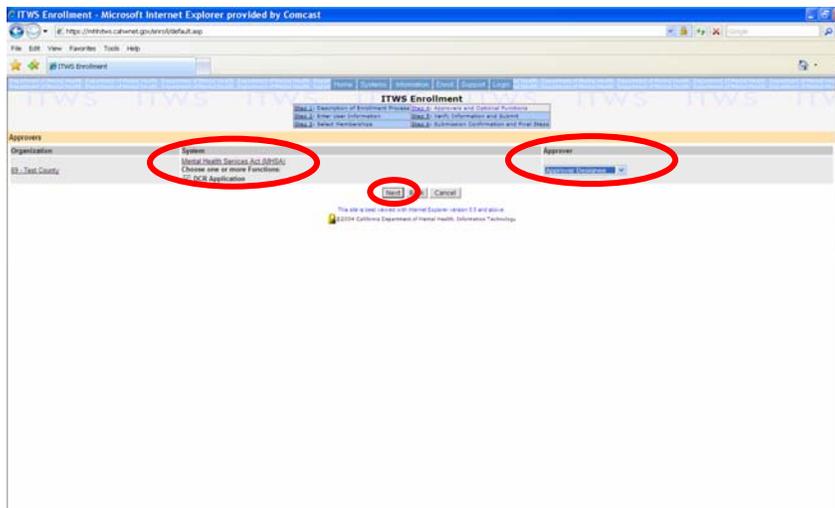
**PASSWORD**

- Must be at least 6 characters in length
- Password is case sensitive
- Select a password that is easy to remember

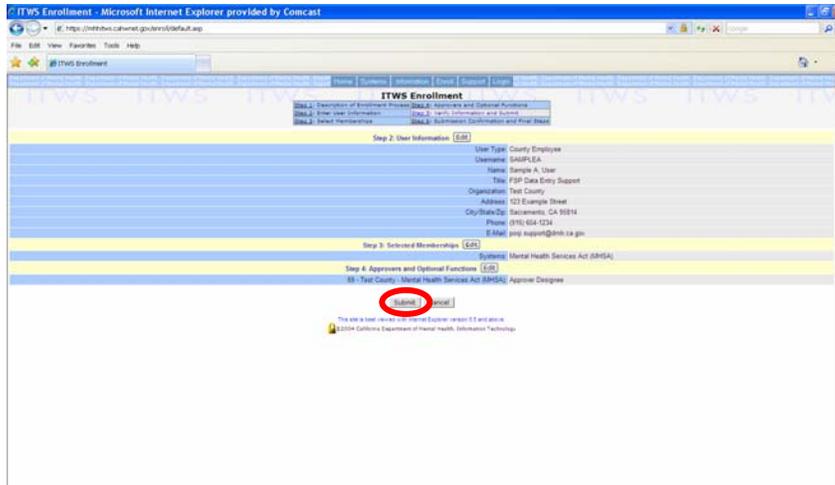
**STEP 5:** Select ‘Mental Health Services Act’ under ‘Systems’ and click ‘Next.’



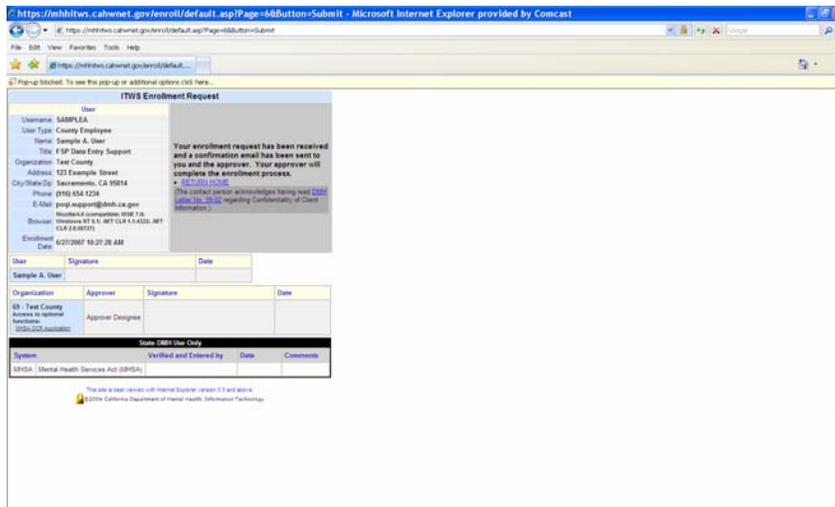
**STEP 6:** Select DCR Application, if desired, then select an approver from the ‘Approver’ dropdown menu and click ‘Next.’



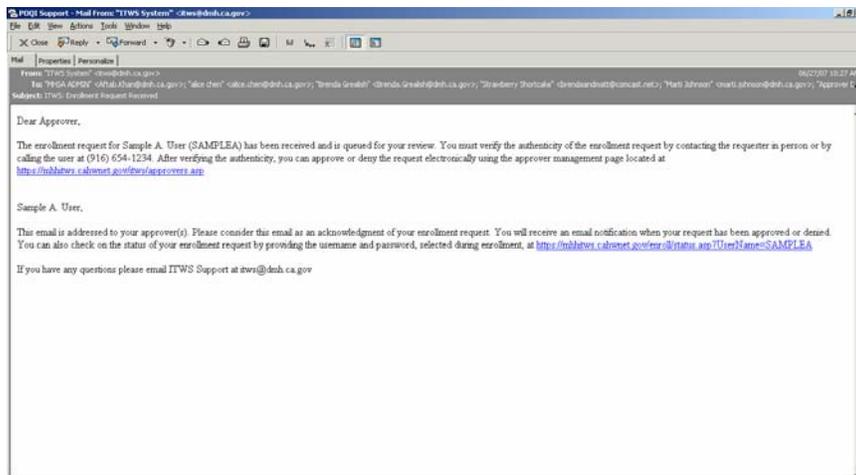
**STEP 7:** Verify that the information entered is accurate and, if so, click the ‘Submit’ button.



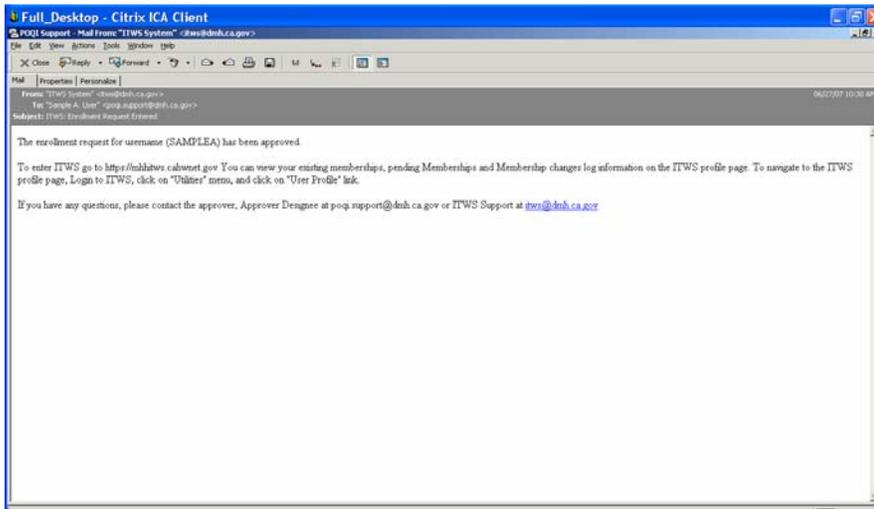
**STEP 8:** Review the ITWS Enrollment confirmation page and print the request for your records.



**STEP 9:** New users who submit enrollment requests to the ITWS system will receive the following email (which confirms that your request has been received):

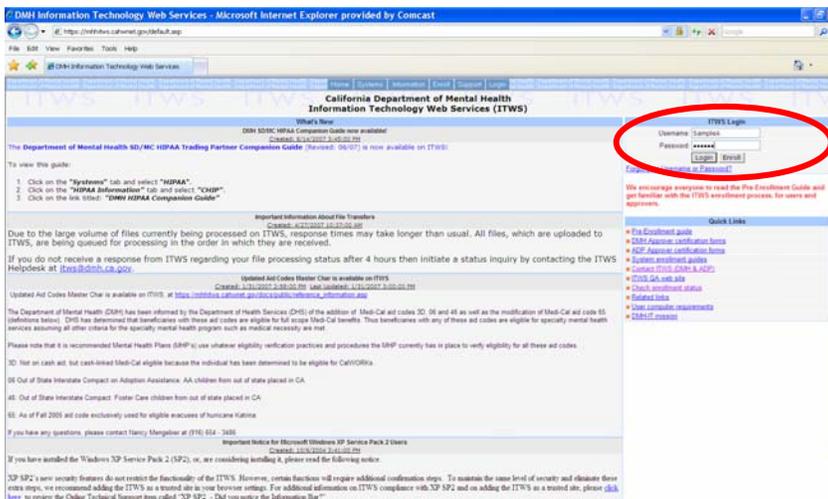


**STEP 10:** Once your request has been approved by your county’s Approver Designee, you will receive the following email. **Please print and keep** this email as it provides you with the necessary contact information for your Approver Designee who is your contact for help with ITWS Enrollment and accessing and using the DCR System.



**STEP 11:** Once the approval email is received, it will take approximately 5 minutes for the system to enable your account.

Once this time has elapsed, users may return to the DMH ITWS main page (<https://mhhitws.cahwnet.gov>), log in and access the MSHA Data System.

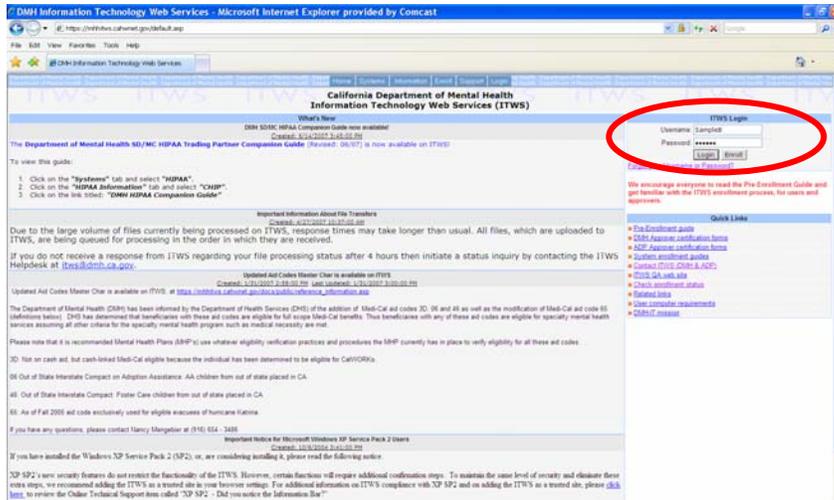


**NOTE:** You can review your system access (including group / role assignment) by logging into the ITWS and selecting the UTILITIES drop-down menu and selecting “User Profile (Contact Information).”

## Enrollment for EXISTING ITWS Users

**STEP 1:** Go to the DMH ITWS Web Site at <https://mhhitws.cahwnet.gov>.

**STEP 2:** Enter your ITWS username and password and click 'login.'



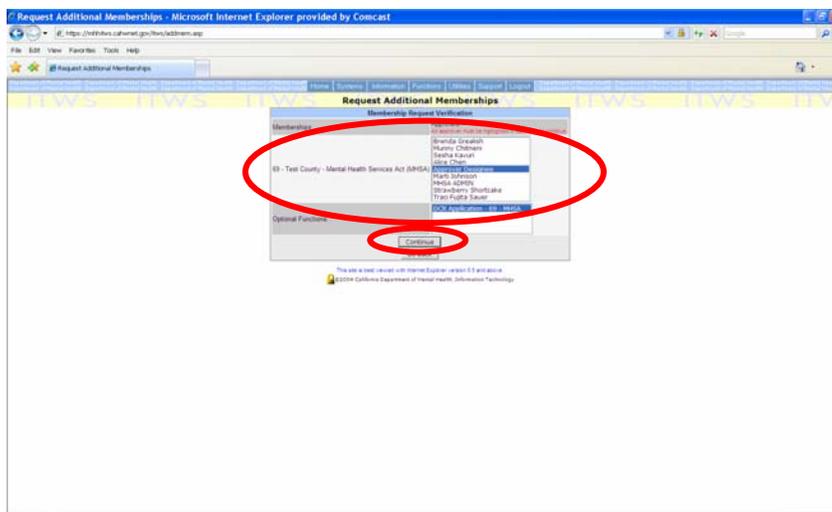
**STEP 3:** Go to 'Utilities' and select 'Request Additional Membership.'



**STEP 4:** Select 'Mental Health Services Act' under 'Systems' and click on the 'Verify Additional Membership Request' button.

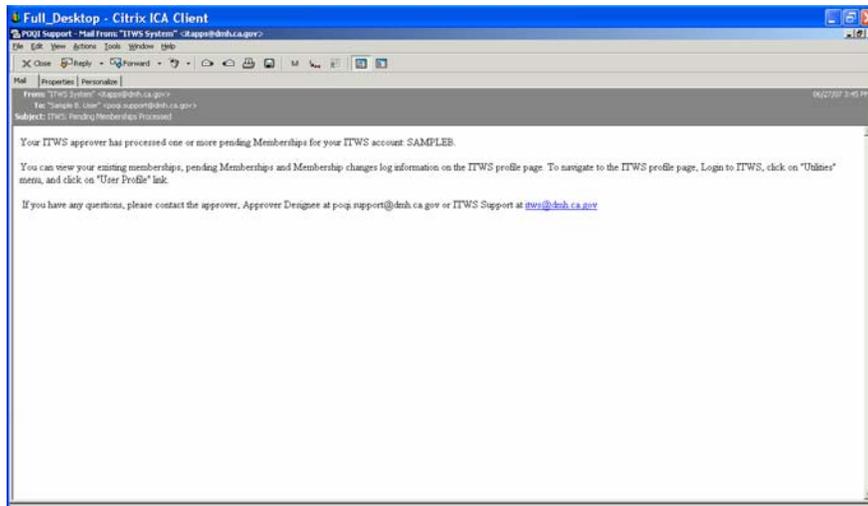


**STEP 5:** Select an approver from the 'Approver' menu, click on the 'DCR Application,' if desired, and click 'Continue.' *Note: To de-select DCR Application, hold the <Ctrl> key and click on 'DCR Application.'*

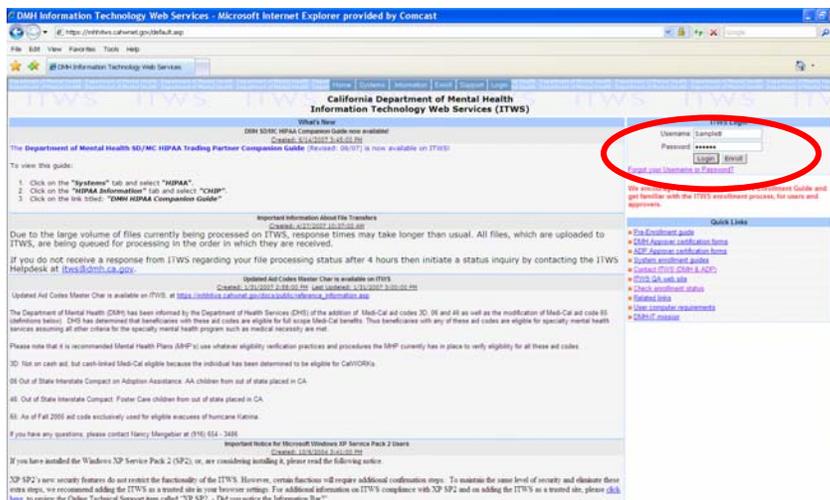




**STEP 8:** User's whose requests for additional membership are approved by the county's Approver Designee will receive the following email. **Please print and keep** this email as it provides you with the necessary contact information for your Approver Designee who is your contact for help with ITWS Enrollment and accessing and using the DCR System.



**STEP 9:** Once the approval email is received, it will take approximately 5 minutes for the system to enable your account. Once this time has elapsed, users may return to the DMH ITWS main page (<https://mhhitws.cahwnet.gov>), log in and access the MHSA Data System.



**NOTE:** You can review your system access (including group / role assignment) by logging into the ITWS and selecting the UTILITIES drop-down menu and selecting “User Profile (Contact Information).”

## ITWS Enrollment and DCR Application Support

Contact your county's approver designee(s) for help in accessing and using the DCR application and for help with enrollment into ITWS.